

Spec. Code: 4806(3296)
Occ. Area: 02
Work Area: 048
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 05/17/95

TEST SPECIALIST

Function of Job

Employees in this class provide specialized support and on-site coordination for the administration of standardized examinations to high school and university students and the general public in a testing/assessment center.

Characteristic Duties and Responsibilities

1. administers and scores aptitude, achievement, and other educational measurements at either on- or off-campus locations
2. oversees test day activities, including examinee check-in and identification, testing environment, test security, examinee conduct, and supervision of testing staff
3. plans and implements procedures for the maintenance and disposition of records and materials, including the assembling of data and compilation of testing follow-up reports
4. coordinates the processing of selected examinations through computerized scoring and distribution of results
5. confers with students and other interested parties (such as faculty, public school officials, and parents) regarding testing opportunities and requirements, score interpretations, and policies concerning standardized tests
6. represents testing service at various meetings, open houses, orientations, and to the general public
7. maintains an inventory and adequate supply of testing materials (such as announcements of tests, test booklets, answer sheets, and pencils)
8. may be responsible for testing site arrangements, including room selection and selection and delivery of materials and/or equipment
9. prepares materials used for the administration of educational measurement instruments (such as questionnaires, surveys, and examinations)
10. serves as liaison with other campus units to coordinate testing schedule
11. trains and supervises testing room supervisors and proctors
12. may supervise clerical and student employees

13. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. Any one or any combination of the following types of preparation:
 - (a) credit for college course work in any curriculum
 - (b) progressively more advanced work experience and/or on-the-job training in the administration of aptitude, achievement, and other educational measurements at the high school or college level

that totals 1.0 unit according to the following conversion rates:

120 semester hours of "a" = 1.0 unit

3 years of "b" = 1.0 unit.

Amounts of education, experience, or on-the-job training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

3. Any one or any combination of:
 - (a) college credit in fields related to educational testing (such as educational measurement, tests and measurement, or psychological testing)
 - (b) responsible work experience and/or on-the-job training in test administration methods and techniques

that totals 6 semester hours/months. These 6 semester hours/months may be used in satisfying requirement 2 as well.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of educational, evaluation, and measurement principles, practices, methods, and techniques
2. applied knowledge of data processing concepts
3. excellent oral communication skills
4. ability to resolve problems and answer questions in a prompt and tactful manner

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5. ability to establish effective working relationship with students, faculty, and staff
6. ability to learn university policies and procedures
7. ability to maintain accurate records (i.e. test results, answer sheets scanned, departments/individuals served)